



CLASSIFICATION UNIT TRAINING PROCESSING ICE REQUESTS

The SFSD reviews immigration notification requests pursuant to San Francisco Administrative Code 12I.3, which limits notifications to individuals who meet specific criteria. These requests are not criminal warrants, they are administrative in nature and never to be confused with a criminal warrant.



THE SHERIFF HAS DESIGNATED THE CENTRAL RECORDS UNIT TO PROCESS ALL ICE NOTIFICATION REQUESTS



U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

Policy Number 10074.2: Issuance of Immigration Detainers by ICE Immigration Officers

Issue Date: March 24, 2017
Effective Date: April 2, 2017
Superseded: Interim Policy No. 10074.1: Detainers (Aug. 2, 2010)
Federal Enterprise Architecture Number: 306-112-0026

- Purpose/Background.** This Directive establishes U.S. Immigration and Customs Enforcement (ICE) policy and procedures regarding the issuance of civil immigration detainers to federal, state, local, and tribal law enforcement agencies (LEAs). ICE issues detainers to federal, state, local, and tribal LEAs to provide notice of its intent to assume custody of a removable alien detained in federal, state, local, or tribal custody. The Department of Homeland Security's (Department or DHS) detainer authority, codified in section 287.7 of title 8 of the Code of Federal Regulations (C.F.R.), arises from the Secretary of Homeland Security's power under section 105(a)(1) of the Immigration and Nationality Act (INA) to provide regulations "necessary to carry out his authority," and from ICE's general authority to arrest and detain aliens subject to removal or removal proceedings, pursuant to sections 236, 241, and 287 of the INA. The use of immigration detainers, however, long pre-dates any reference to detainers in the statute or regulations. In fact, the former Immigration and Naturalization Service first used the Form I-247 as early as 1952.

Detainers enable ICE to judiciously deploy its investigative, detention, and removal resources consistent with the immigration enforcement priorities of the Department and the executive branch of the U.S. Government. Detainers also allow ICE immigration officers to avoid the risks to public safety and officer safety associated with arrests outside the custodial environment.
- Policy.** It is ICE policy to ensure that ICE immigration officers exercise detainer authority in a manner consistent with all legal requirements and in a manner that ensures ICE's LEA partners may honor detainers.
- The consolidated detainer form, Form I-247A (Immigration Detainer – Notice of Action) attached to this Directive shall be used as of the effective date of this Directive. Form I-247D (Immigration Detainer – Request for Voluntary Action), Form I-247N (Request**

¹ See, e.g., *Chung Young Choe v. Boyd*, 309 F.2d 837 (9th Cir. 1962); *Rindell v. United States*, 484 F. Supp. 916 (S.D.N.Y. 1977); *Heath v. Miller*, 88 F. Supp. 875 (W.D. Pa. 1950), *aff'd*, 184 F.2d 575 (3d Cir. 1950), *cert. denied*, 340 U.S. 955 (1951); *Miner v. Leland*, 13 165 F.2d 139 (9th Cir. 1947).

- Starting December 11th, 2017, the Central Records Unit will review all notification requests
- The Classification Unit will assist by reviewing the inmate's criminal history which is already part of the objective classification review process
- Classification will indicate if the inmate has the following:
 - 12I 1A= violent felony within 7 years
 - 12I 1B= serious felony within 5 years
 - 12I 1C= any three separate felony convictions within five years



THE PROCESS PART 1

For every inmate that comes into custody classification
conducts a criminal history review

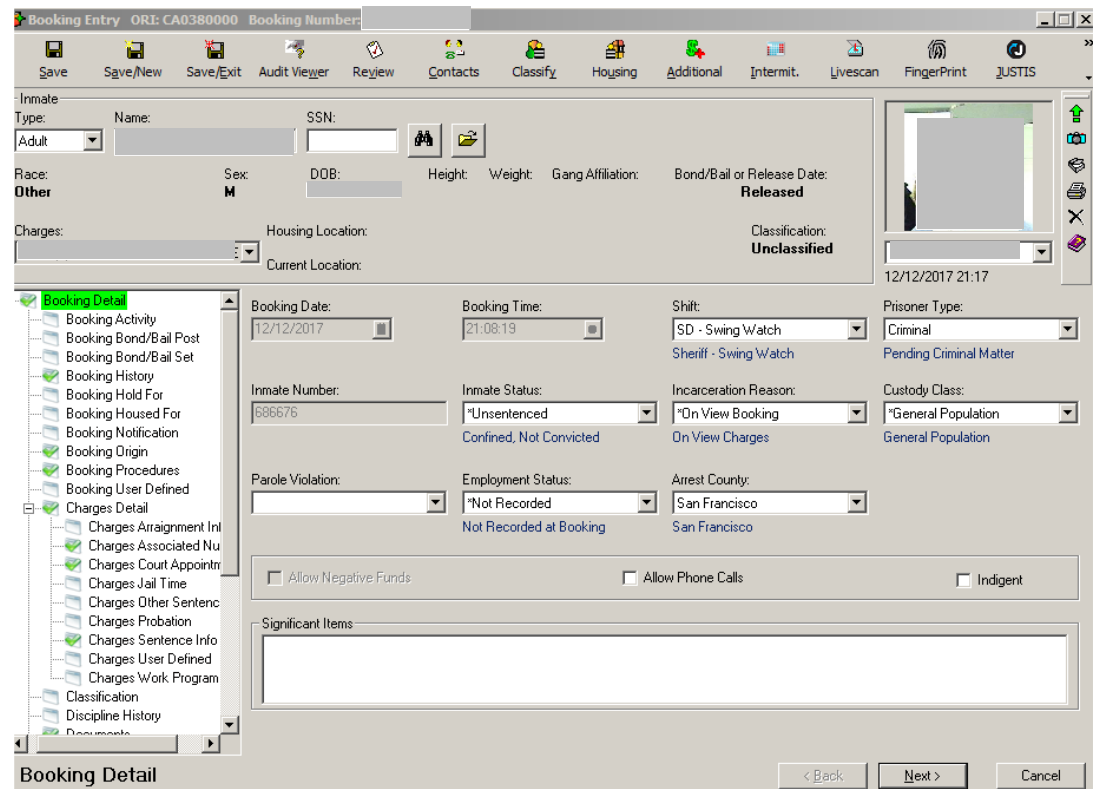
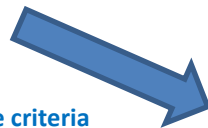
To assist CRU with the I247A review process
classification will go to Booking User Defined and click
on one of three choices for all inmates

12I 1A

12I 1B

12I 1C

Or leave blank if inmate has none of the criteria



The screenshot shows the 'Booking Entry' software interface. The title bar indicates 'ORI: CA0380000' and 'Booking Number'. The interface includes a menu bar with options like Save, Save/New, Save/Exit, Audit Viewer, Review, Contacts, Classify, Housing, Additional, Intermit, Livescan, Fingerprint, and JUSTIS. The main form is divided into several sections: Inmate (Type: Adult, Name, SSN, Race: Other, Sex: M, DOB, Height, Weight, Gang Affiliation, Bond/Bail or Release Date: Released), Charges, Housing Location, Current Location, Classification: Unclassified, Booking Date: 12/12/2017, Booking Time: 21:08:19, Shift: SD - Swing Watch, Sheriff - Swing Watch, Prisoner Type: Criminal, Pending Criminal Matter, Inmate Number: 686676, Inmate Status: *Unsentenced, Incarceration Reason: *On View Booking, Custody Class: *General Population, General Population, Parole Violation, Employment Status: *Not Recorded, Arrest County: San Francisco, San Francisco, Allow Negative Funds, Allow Phone Calls, Indigent, Significant Items, and a list of Booking Detail options on the left. A blue arrow points from the text instructions to the 'Booking User Defined' field in the Booking Detail list.

Booking Entry ORI: CA0380000 Booking Number

Save Save/New Save/Exit Audit Viewer Review Contacts Classify Housing Additional Intermit Livescan Fingerprint JUSTIS

Inmate Type: Adult Name: SSN: Race: Other Sex: M DOB: Height: Weight: Gang Affiliation: Bond/Bail or Release Date: Released

Charges: Housing Location: Current Location: Classification: Unclassified

Booking Date: 12/12/2017 Booking Time: 21:08:19 Shift: SD - Swing Watch Sheriff - Swing Watch Prisoner Type: Criminal Pending Criminal Matter

Inmate Number: 686676 Inmate Status: *Unsentenced Incarceration Reason: *On View Booking Custody Class: *General Population General Population

Parole Violation: Employment Status: *Not Recorded Arrest County: San Francisco San Francisco

☐ Allow Negative Funds ☐ Allow Phone Calls ☐ Indigent

Significant Items

Booking Detail

- Booking Activity
- Booking Bond/Bail Post
- Booking Bond/Bail Set
- Booking History
- Booking Hold For
- Booking Housed For
- Booking Notification
- Booking Origin
- Booking Procedures
- Booking User Defined
- Charges Detail
- Charges Arraignment Int
- Charges Associated Nu
- Charges Court Appointr
- Charges Jail Time
- Charges Other Sentenc
- Charges Probation
- Charges Sentence Info
- Charges User Defined
- Charges Work Program
- Classification
- Discipline History
- Documents

< Back Next > Cancel



THE PROCESS PART 2

Booking Detail

- Booking Activity
- Booking Bond/Bail Post
- Booking Bond/Bail Set
- Booking History
- Booking Hold For
- Booking Housed For
- Booking Notification
- Booking Origin
- Booking Procedures
- Booking User Defined**
- Charges Detail
 - Charges Arraignment Int
 - Charges Associated Nu
 - Charges Court Appointr
 - Charges Jail Time
 - Charges Other Sentenc
 - Charges Probation
 - Charges Sentence Info
 - Charges User Defined
 - Charges Work Program
- Classification
- Discipline History
- Documents

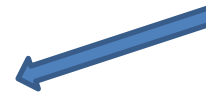
Save Cancel Help

Name	Value
1 - Voluntary ICE Request	
2 - Held to Answer	
3 - Criminal History	

Booking User Defined

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Click on Criminal History





THE PROCESS

PART 3

- Under 12I.3 of the San Francisco Administrative Code, If an individual is HTA on a felony and meets one of the three criteria's, the Sheriff has the discretion to notify ICE.
- The classification officer will choose one of three drop boxes in the Booking User Defined menu:
 - **12I (1A)** Violent felony conviction in last seven years of this current arrest
 - **12I (1B)** Serious felony conviction in last five years of this current arrest
 - **12I (1C)** any three separate felony convictions in the last five years of this current arrest



THE PROCESS PART 3

Booking Detail

- Booking Activity
- Booking Bond/Bail Post
- Booking Bond/Bail Set
- Booking History
- Booking Hold For
- Booking Housed For
- Booking Notification
- Booking Origin
- Booking Procedures
- Booking User Defined**
- Charges Detail
 - Charges Arraignment Inl
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 - Charges Court Appointr
 - Charges Jail Time
 - Charges Other Sentenc
 - Charges Probation
 - Charges Sentence Info
 - Charges User Defined
 - Charges Work Program
- Classification
- Discipline History
- Documents

Save Cancel Help

Name	Value
1 - Voluntary ICE Request	
2 - Held to Answer	
3 - Criminal History	

Leave blank if:

- **12I (1A)** No Violent felony conviction in last seven years of this current arrest
- **12I (1B)** No Serious felony conviction in last five years of this current arrest
- **12I (1C)** if inmate does not have three separate felony convictions in the last five years of this current arrest

Booking User Defined

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THE PROCESS PART 3 cont.

Booking Detail

- Booking Activity
- Booking Bond/Bail Post
- Booking Bond/Bail Set
- Booking History
- Booking Hold For
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Save Cancel Help

Name	Value
1 - Voluntary ICE Request	
2 - Held to Answer	
3 - Criminal History	12I (1A)

- **12I (1A)** click on **12I (1A)** if inmate has a Violent felony conviction in last seven years of this current arrest



THE PROCESS PART 3 cont.

Booking Detail

- Booking Activity
- Booking Bond/Bail Post
- Booking Bond/Bail Set
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Save Cancel Help

Name	Value
1 - Voluntary ICE Request	
2 - Held to Answer	
3 - Criminal History	12I (1B)

- 12I (1B) click on 12I (1B) if inmate Serious felony conviction in last five years of this current arrest



THE PROCESS PART 3 cont.

Booking Detail

- Booking Activity
- Booking Bond/Bail Post
- Booking Bond/Bail Set
- Booking History
- Booking Hold For
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Save Cancel Help

Name	Value
1 - Voluntary ICE Request	
2 - Held to Answer	
3 - Criminal History	12I (1C)

12I (1C) click on 12I (1C) if the inmate has any three separate felony convictions in the last five years of this current arrest

Booking User Defined

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CONCLUSION

REVIEW

- CLASSIFICATION WILL ONLY CONDUCT THE CRIMINAL HISTORY REVIEW AND WILL NOT CONTACT ICE OR PROCESS I-247 A REQUESTS
- CRU WILL CONDUCT ALL REVIEWS
- YOUR ASSISTANCE WILL MAKE CRU'S PROCESS EASIER
- YOUR STAFF WILL BE PROVIDED WITH A COPY OF THE LATEST VIOLENT AND SERIOUS FELONY LIST
- IF YOU HAVE ANY QUESTIONS CONTACT LT. QUANICO at CENTRAL RECORDS 415 553-9504

THANK YOU